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12 April 1983

MEMORANDUM FOR: Office of Inspector General
Office of Personnel
Office of General Counsel
Office of Equal Employment Opportunity
Office of External Affairs
Office of the Comptroller
→ National Intelligence Council

FROM : 25X1
DCI Budget and Finance Officer

SUBJECT : Directorate Capability Statements

REFERENCE : FY 1985 Program and Budget Call, page 17

1. We are required to submit to the Office of the Comptroller by 16 May 1983 "Directorate Capability Statements". These statements are to be prepared at the office level. They should address each target assigned to an office and are to be keyed to each budget level (Base and New Initiative, if applicable).

2. The statements must give an accurate and reasonably thorough exposition of what each office is able to do on a specific target with the resources in the base level budget, referencing specific requirements contained in guidance documents whenever possible. Special attention is to be given to shortfalls, i.e. after stating what can be done, those things that cannot be accomplished at all or only on a partial basis should be listed. New Initiatives must address identified shortfalls in the base level.

3. Be specific. Specifics are more understandable, interesting, and compelling than generalities. It is important to depict shortfalls honestly and objectively, giving full weight to the impact they have on each office without exaggerating their relative importance.

4. The office level capability statements should be submitted to DCI/B&F by 9 May 1983 which will permit a consolidation of them into Directorate Level Capability Statements to meet the 16 May 1983 Office of the Comptroller deadline. I am available 25X1
for any help needed. 25X1

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